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Personnel

RECOGNITION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations Program*, for 22nd Air Force (22AF) Staff, 622 Regional Support Group (RSG) Staff and its affected Geographically Separated Units (GSUs) and Flight Test Group/Squadrons/Flights (FTG/FLTS/FLTF). It establishes guidelines for personnel who comprise an important segment of the United States Air Force. This instruction states the criteria pertaining to Outstanding Airman, Noncommissioned Officer (NCO), Senior Non-commissioned Officer (SNCO), Company Grade Officer and Civilian of the Year Awards. It provides guidance to recognize outstanding achievements and services of individuals and units. **NOTE:** 622 RSG GSUs and FTG/FLTS/FLTFs that have an existing awards program are not required to participate in this program. The awards are separated into two categories: Headquarters 22 AF Staff Awards: comprised of personnel assigned to the headquarters to include all members in Building 729. The second category is for 622 RSG/GSU/FLTS/F quarterly and annual awards. **NOTE:** This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974.

1. Responsibilities:

1.1. Directors, commanders, and supervisors will:

1.1.1. Continually screen their directorates/squadrons for exceptional personnel to nominate for quarterly/annual awards in the appropriate categories.

1.1.2. Supervisors will submit complete nomination package to their respective functional director for review and final submission.

1.2. Nomination directors/squadrons will:

1.2.1. Establish procedures for selecting nominees for award consideration.

1.2.2. Nominate only one individual for each of the categories per quarter.

- 1.2.3. Submit a nomination letter such as **Attachment 1** or an AF IMT 1206, **Nomination for Award**, to include a Report of Individual Personnel (RIP) Record Review, available through PCIH to 22 AF/CCE by the established suspense date, see **Attachment 2**.
- 1.3. Executive Officer (22 AF/CCE) will:
 - 1.3.1. Establish, select and appoint a selection board prior to the board meeting dates in **Attachment 2**.
 - 1.3.2. Process nominations through selection board and ensure all certificates, plaques, etc., are ordered, prepared, and presented to the recipients in a timely manner.
 - 1.3.3. Transmit certificates of recognition to appropriate directorates or units for presentation.
 - 1.3.4. Convene an annual awards board for "Outstanding Airman, NCO, Senior NCO, Company Grade Officer and Civilian of the Year." The selections will come from the quarterly winners.
- 1.4. Reserve units and directorates will establish controls to ensure timely processing of nominations.
- 1.5. The Public Affairs (PA) Office will:
 - 1.5.1. Submit names and award information to the Base Newspaper and provide a photograph of the award winners.
 - 1.5.2. Ensure the 22 AF Historian (HO) makes the appropriate historical recordings.
- 1.6. The 22 AF Commander (CC) or Vice Commander (CV) will:
 - 1.6.1. Present quarterly awards at unit commander's calls when ever possible.
 - 1.6.2. Present annual awards at the 22 AF Annual Awards function, to be determined.

2. Annual/Quarterly Awards.

2.1. Categories:

- 2.1.1. Outstanding Airman: Airman Basic (E-1) through Senior Airman (E-4).
- 2.1.2. Outstanding NCO: Staff Sergeant (E-5) through Technical Sergeant (E-6).
- 2.1.3. Outstanding SNCO: Master Sergeant (E-7) through Chief Master Sergeant (E-9).
- 2.1.4. Outstanding Company Grade Officer: 2LT (0-1) through Captain (0-3).
- 2.1.5. Outstanding Civilian: GS-1 through GS-8
- 2.1.6. Outstanding Civilian: GS-9 and above

NOTE: Air Reserve Technicians (ARTs) nominated for the civilian category may be submitted only once per quarter by name. If member is selected in military or civilian category, that member may not be submitted again in either category for that fiscal year.

2.2. Award Criteria:

- 2.2.1. Military nominees must:
 - 2.2.1.1. Be an active participant with no unexcused absences during the past year.
 - 2.2.1.2. Have satisfied annual tour requirements for the preceding fiscal year.

2.2.1.3. Maintain all Air Force Standards in accordance with AFI 36-2903, *Dress and Personal Appearance* and AFI 10-248, AFRC Sup 1, *Fitness Program*.

2.2.1.4. Must not have an unfavorable information file (UIF).

2.2.2. Civilian nominees must:

2.2.2.1. Be assigned to the directorate or squadron for the entire period for quarterly awards and be assigned for minimum of six months for annual awards.

2.2.2.2. All civilian employees of Headquarters 22 AF, geographically separated units and flight test units are eligible for nomination for the civilian awards.

2.3. Nomination Factors/Scoring Criteria:

2.3.1. The basis for the nomination is the accomplishments which occurred during the quarter for which nominated.

2.3.2. Each nominee will be graded in the following areas:

2.3.2.1. Duty Performance: Should reflect the member's airmanship, and job performance in their primary duty. Development of new techniques submitted in package must contribute to mission effectiveness during the quarterly period.

2.3.2.2. Accomplishments: Should reflect receipt of any awards from within or outside the unit.

2.3.2.3. Displays Core Values: The manner that the member has significantly contributed to Integrity First, Service Before Self and Excellence in All We do.

2.4. Nomination Letter:

2.4.1. For quarterly awards, directorates or commanders must submit:

2.4.1.1. An AF IMT 1206, General Worksheet (one page) or one page narrative in accordance with **Attachment 1** for each nominee, signed by director/commander. Narrative must be typed on 8 ½ x 11 white bond paper, 12 pitch only, not to exceed one page in length. Narrative comments should include specific facts and examples that clearly demonstrate exceptional performance and accomplishments that distinguish the nominee from his or her peers. Include full name, grade, series or Air Force Specialty Code (AFSC), job or duty title, office symbol, period covered by award, date assigned to directorate/squadron and award.

2.4.1.2. Packages will be forwarded to the 22 AF Executive Officer (22 AF/CCE) no later than (NLT) the 25th day of April, July, October and January.

2.4.2. For annual awards, director or commander must submit an AF Form 1206, General Worksheet (one page) or one page narrative. Also, forward a biography in accordance with direction and sample outlined in AFI 36-2803. Public Affairs will obtain photo on those members selected for annual awards.

2.5. Nomination Group Officials:

2.5.1. Mail or hand-carry nomination packages to the 22 AF/CCE to arrive in accordance with the schedule in **Attachment 2**. The Command Section will facilitate the boards for these awards.

2.5.2. The 22 AF/CCE upon receipt of the nomination packages will:

- 2.5.2.1. Ensure the nominee meets all requirements and grade criteria for submission.
- 2.5.2.2. Review nomination packages for completeness. Each package will include a Nomination Letter and RIP (for military only).
- 2.5.2.3. Establish, select and appoint a selection board prior to the board meeting dates in [Attachment 2](#).

3. 22 AF Annual Nomination Packages:

- 3.1. In the event a director/commander does not wish to nominate a quarterly winner for the annual award, justification must be submitted to the 22 AF Command Section. Otherwise, the twenty recipients of the quarterly awards will automatically become the nominees for the annual awards.
- 3.2. The nomination packages of annual award winners at the 22 AF Staff level will be forwarded to 22 AF/CCE for submission to 22 AF/CC for consideration in the 22 AF Twelve Outstanding Airmen of the Year Awards. The 22 AF Command Chief Master Sergeant will assist the respective directorates/squadrons with the preparation of these nomination packages.

4. 22 AF Certificate of Recognition:

- 4.1. This certificate affords a method of recognizing outstanding achievement and services of individuals and units by local recognition.
 - 4.1.1. 22AF Certificate of Recognition will be issued to units or individuals nominated and selected by 22AF/CC. It will also be issued to members contributing and participating in an outstanding manner in quality initiatives which improve the Air Force Reserve.
 - 4.1.2. Others as appropriate; i.e., outstanding performance by individuals or functional offices that merit recognition.
 - 4.1.3. Use of Certificates: Discretion and judgment will be exercised in awarding of these certificates to preclude degradation of the recognition factor and to preserve their integrity. However, these certificates can and should be used as a very important and useful management tool to foster morale, incentive, and esprit de corps. They provide a medium for expressing recognition for a "job-well-done" that is less formal and more personal than other existing awards.
- 4.2. Processing: All nominations for certificates will be forwarded to 22 AF/CCE. Requests for certificates for personnel or units nominated and competing for AFRC awards must include grade, name (first name, middle initial, and last name), unit of assignment, and period covered. Certificates are awarded and signed by the 22AF Commander. Nominations may originate at any level and will be forwarded through command channels. Nominations for any certificate in this instruction may be made without regard to a specific time requirement.

5. Functional Awards/Recognition. Functional Areas and Directorates may provide plaques and/or certificates to award recipients throughout 22AF. However, those functional areas will ensure plaques/certificates reflect recognition from that actual 22AF Directorate or Functional Area (i.e., 22 AF/LG, 22 AF/DO, 622 RSG/DP). Plaques/certificates will be funded and ordered by that appropriate directorate or functional area IAW prescribing directives.

6. Recognition of Members Retiring. Recognition of members who are retiring from a career of long and honorable service is one of the oldest traditions of military service. Each member should leave with a tangible expression of appreciation for his or her contribution to the Air Force Reserve and its mission. It is the responsibility of each commander and supervisor to ensure our members are properly recognized.

6.1. Choosing the Ceremony. A formal ceremony is a courtesy that must be offered to all members. Each retiring member will be given the opportunity to choose the type of retirement ceremony he or she desires; i.e., a ceremony during commander's call, a private ceremony in the commander's office, a retirement ceremony at the flag pole, etc.

6.1.1. Relatives, friends, photographers, and others deemed appropriate are welcome to participate.

6.1.2. Retirement certificates, memorandums of appreciation and decorations will be presented during the ceremony.

6.2. Planning the Ceremony. In most cases the retiree's duty office becomes the office of primary responsibility (OPR) for retirement activities. When a reservist submits retirement application to the servicing MPF, the OPR should notify their command section and servicing MPF. **Attachment 3**, 22 AF Retirement Ceremony Information Worksheet may be used to begin the planning process. This should be accomplished by the supervisor or designee as early as possible because of the lead time needed for some of the required actions. Those actions include, but are not necessarily limited to, the following:

6.2.1. Determine the proper ceremony.

6.2.2. Determine the time and date preferred.

6.2.3. Determine decoration and plaque submission. Order DÉCOR 6 through decoration monitors and ensure citation and memorandum recommending decoration are complete.

6.2.4. Prepare autobiographical remarks for Commander's use. Individual should provide this information using worksheet in **Attachment 4**.

6.2.5. Reserve the location for ceremony.

6.2.6. Announce ceremony in advance so friends and associates can attend.

6.2.7. Obtain names and addresses of personal guests the retiree is inviting and arrange for seating. Commander may establish a limit of personal invitees, if deemed necessary, based on location restriction, seating availability, etc.

6.2.8. Designate a person to read, from notes, a summary of the pertinent information shown on the retirement order, the citation accompanying any award being presented.

6.2.9. Designate personnel to be in charge of bringing all elements to the ceremony. Ensure flags, podium and microphone are available.

6.2.10. Arrange for a photographer through servicing public affairs office.

6.2.11. Reception/luncheon/dinner are optional events which must be coordinated if elected to be a part of the retirement program.

JAMES D. BANKERS, Maj Gen, USAFR
Commander

Attachment 1

SAMPLE NOMINATION LETTER

MEMORANDUM FOR 22AF/CC

(DATE)

FROM: (Unit Commander)

SUBJECT: Nomination for Outstanding (Airman, NCO, Senior NCO, Company Grade Officer, Civilian) of the Quarter

1. The following individual is nominated for Outstanding (Airman, NCO, Senior NCO, Company Grade Officer, Civilian) of the Quarter (state which quarter and year, i.e. 1st Qtr, CY 05):

(Name)

(Grade)

2. The following is pertinent information concerning the individual named for this award:

a. Inclusive Dates of Achievement _____

b. Individual's Job Title _____

c. Date of Assignment to Present Position _____

d. Date of Assignment to Unit and Squadron _____

(Nominator's narrative comments)

DUTY PERFORMANCE

ACCOMPLISHMENTS

DISPLAYS CORE VALUES

(Commander's/Directorate's Signature Block)

Attachment 2**BOARD SCHEDULE AND SUSPENSES**

| QUARTER | DATES | NOMINATION DUE BY COB TO 22 AF /CCE |
|-----------------|----------------|---|
| 1 st | 1 Jan - 31 Mar | 25 th of April |
| 2 nd | 1 Apr - 30 Jun | 25 th of July |
| 3 rd | 1 Jul - 30 Sep | 25 th of October |
| 4 th | 1 Oct - 31 Dec | 25 th of January |
| Annual | 1 Jan – 31 Dec | 1 st of February |

Attachment 3

22 AF RETIREMENT CEREMONY INFORMATION WORKSHEET

SECTION 1: (filled out by retiree)

Retiree: _____ Office Symbol: _____

Reserve Phone: _____ Home Phone: _____ Work Phone: _____

Projected date of retirement: _____

Date retirement ceremony requested: _____

Type ceremony requested (include special requests here): _____

Honor Guard requested? _____ Flag folding ceremony? _____

Spouse: _____ (will/will not) be present.

Family/Friends (with addresses) to be recognized: _____

SECTION 2: (filled out by retiree's duty office)

Duty Office POC: _____ Phone: _____

Ceremony date: _____ Place: _____ Time: _____

Commander Performing Ceremony: _____

Awards/Decorations to be presented: _____

Escort for spouse: _____ Uniform Requirements: _____

Is a reception, lunch or dinner planned? _____ Which _____

Place: _____ Time _____

Attachment 4

22AF RETIREMENT CEREMONY BIOGRAPHY WORKSHEET

This nomination contains personal information and should be protected in accordance with the Privacy Act of 1974 and AFI 33-332; this record is For Official Use Only

In order for us to complete your biography we would like you to fill out this worksheet and return it to: _____ by _____.

1. Full Name: _____ 2. Rank: _____

3. Present Address: _____

4. DOB: _____ 5. Sex: _____ 6. Marital Status: _____

7. Born (City & State): _____

8. Schools Attended - Note City & State:

High School: _____

University/College: _____

9. Degree(s): _____ Date: _____

_____ Date: _____

10. Other Special Awards, Honors, or Certificate(s): Use reverse side if necessary

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

11. Military Awards and Decorations (may be obtained through virtual MPF or PC III by member's orderly room): (Use reverse side if necessary.)

_____ Date: _____

_____ Date: _____

_____ Date: _____

12. Date entered active duty military: _____

13. Date separated or transferred: _____

14. Date entered reserve component: _____

15. Military job title (also duties and responsibilities): _____

(Use a separate page if necessary).

16. List in chronological order all bases assigned to including positions and/or commands. Use reverse side if necessary. _____

17. Operations/Wars/Combat experience: _____

18. Spouse's Name: _____

19. List Children's Name(s) and Age(s): _____

20. Professional Organizations: _____

21. Civic Affiliations: _____

22. Civilian Occupation - Including Position, City & State: _____

Comments: _____